

# Choosing Your Battles

Here is a list of seventeen practices. *What do you think?*

- 1—very unethical
- 2—basically unethical
- 3—somewhat unethical
- 4—not particularly unethical
- 5—not at all unethical

**Rate the following:**

**Rating**

- |   |       |
|---|-------|
| 1. Using agency services for personal use.  | _____ |
| 2. Padding an expense account up to 10 percent.   | _____ |
| 3. Giving gifts/favors in exchange for preferential treatment.                              | _____ |
| 4. Taking longer than necessary to do the job.  | _____ |
| 5. Divulging confidential information.  | _____ |
| 6. Doing personal business on work time.  | _____ |
| 7. Concealing one's errors.   | _____ |
| 8. Passing blame for errors to an innocent co-worker.                                       | _____ |
| 9. Claiming credit for someone else's work.   | _____ |
| 10. Falsifying time/quality/quantity reports.   | _____ |
| 11. Padding an expense account more than 10 percent.  | _____ |
| 12. Calling in sick to take the day off.  | _____ |
| 13. Authorizing a subordinate to violate an agency rule.                                    | _____ |
| 14. Pilfering agency materials and supplies.  | _____ |
| 15. Accepting gifts/favors in exchange for preferential treatment.                          | _____ |
| 16. Taking extra personal time, late arrivals, longer lunch hours/breaks, early departures. | _____ |
| 17. Not reporting others' violations of policies/rules.                                     | _____ |